

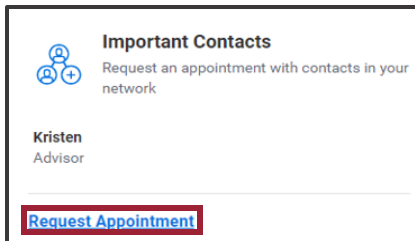
This quick reference guide (QRG) provides instructions on how to schedule an academic advising appointment in Workday.

To schedule an academic advising appointment, complete the following steps.

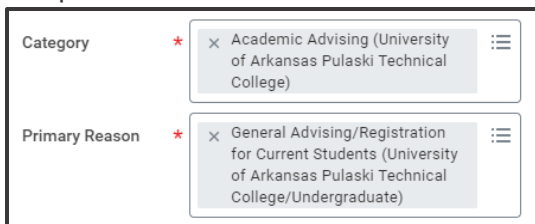
## SCHEDULE ADVISING APPOINTMENT

From the Workday Home page:

1. Click the **Global Navigation Menu**.
2. Select **Academics Hub**.
3. Select **Request Appointment** from the Important Contacts section.





4. Select the appropriate **Category** from the dropdown list.
5. Select the appropriate **Primary Reason** from the dropdown list.



6. Enter the **Start Date**. Your start date cannot be more than thirty days from today's date.
7. Enter the **End Date**. Your end date cannot be more than thirty days from today's date.
8. Enter your desired **Start Time**.
9. Enter your desired **End Time**.



Note: Steps six through nine are designed to check your institution's advisor availability for the specific day(s) and time(s) you want to meet. For instance, if you would like to schedule a meeting on 3/04 and prefer it to be after 10 AM but before 1 PM, you should enter the date and times as illustrated below.

Start Date	*	03/04/2024	
End Date	*	03/04/2024	
Start Time		10:00 AM	
End Time		01:00 PM	

10. In the **Staff** field click **Support Network** and select your academic advisor from the list.



Note: In the case you have not been assigned an academic advisor or you are unsure about which advisor to meet with, simply leave the **Staff** field empty. This will provide you with a list of all available academic advisors within your chosen date and time range at your institution.

11. Click **Search**.
12. Check the box beside your desired academic advisor's name.
13. Select your desired **Appointment Date** from the dropdown list.
14. Select your desired **Appointment Time** from the dropdown list.
15. If not automatically populated select your desired **Appointment Format** from the dropdown list.
16. If not automatically populated select your desired **Location Details** from the dropdown list.

Staff Available 1 item   1 selected					
<input type="checkbox"/>	*Staff	*Appointment Date	*Appointment Time	*Appointment Format	*Location Details
<input checked="" type="checkbox"/>	Kristen	× Monday, March 4, 2024	× 10:00 AM to 10:30 AM CST	× In-Person	508

17. Click **Submit**.